



**Loudoun County, Virginia**  
**Department of Fire, Rescue, and Emergency Management**  
16600 Courage Court Leesburg, VA 20175  
Phone 703-737-8400 Fax 703-777-0235



## TRAINING ADVISORY

POSTED: July 7, 2015

**COURSE:**

NFPA 1041 Fire Instructor Level I

**DATES:**

September 12, 19, 26, October 3, 10, and 17, 2015

**TIME:**

Saturday 0800 - 1700

**LOCATION:**

Loudoun County Fire & Rescue Training Center

**COURSE DESCRIPTION:**

This Pro-Board course is designed for individuals who want to develop the knowledge and ability to deliver instruction effectively from a prepared lesson plan, including instructional aids and evaluation instruments; adapt lesson plans to the unique requirements of the students and the authority having jurisdiction; organize the learning environment so that learning is maximized; and meet the record-keeping requirements of the authority having jurisdiction.

**PREREQUISITES:**

NFPA 1001 Firefighter II  
Minimum of 18 years of age

Note: This class is a pre-requisite for NFPA 1021 Fire Officer Level I

**CLASS SIZE:**

Minimum of 8 students and maximum of 24 students

**REGISTRATION:**

Training Requests are due close of business Tuesday September 1st, 2015  
via e-mail to [LCFRTRNG@loudoun.gov](mailto:LCFRTRNG@loudoun.gov)

**LCFR CONTACT  
INFORMATION:**

Lieutenant Jason Koglin at (703) 737-8347 or [jason.koglin@loudoun.gov](mailto:jason.koglin@loudoun.gov)

Department of Fire, Rescue and Emergency Management  
Teamwork                      Integrity                      Professionalism                      Service

## **PROCEDURE TO COMPLETE THE LCFR ELECTRONIC TRAINING REQUEST FORM**

1. Open the electronic "Training Request Form" located on the Loudoun County Fire, Rescue and Emergency Management website ([www.loudoun.gov/fire/](http://www.loudoun.gov/fire/)) under the Training & EMS Division section. The site may be accessed from any computer with Internet access.
2. Complete all fields (gray boxes) of the Training Request Form under "Course Information" and "Applicant Data." Hitting the "Tab" button upon completion of a field will move you to the next field.
3. Save the document to your computer in a place you will be able to locate it (i.e., "Desktop") using the following format: {COURSE REQUESTED}{space}{YOUR FIRST INITIAL}{YOUR LAST NAME}. For example, if you are applying for Fire Fighter 1 and 2, and your name is John Doe, save as "FF1&2 JDoe" and if you are applying for EMT-B and your name is Sally Smith, save as "EMT-B SSmith".
4. Send an email with the completed Training Request form to your Career Battalion Chief, Volunteer Fire/Rescue Chief, or Station Training Officer, depending on your affiliation. **The Career Battalion Chief, Volunteer Fire/Rescue Chief, or Station Training Officer will send the completed and approved Training Request Form to [LCFRTRNG@loudoun.gov](mailto:LCFRTRNG@loudoun.gov).**
5. Copies of pre-requisites (i.e., certifications, proof of age, high school diploma, etc.) listed on the Training Announcement (TA) may be either mailed to the Course Coordinator listed on the TA via the county courier or scanned and attached electronically to the email submission of your Training Request Form.
6. Within three full working days of the registration closing date for each training course, the Course Coordinator or designee shall send an email to those who submitted a Training Request Form indicating whether the student is enrolled in the course, placed in a pending status, or denied entrance into the program. If enrolled, the time, date, and location of the first class, will be included. If enrollment was not granted, the email shall provide an explanation for the denial.
7. ALS programs require approval by the ALS Committee and the Operational Medical Director; therefore, students approved for ALS classes will receive email notification within the required time period indicating that their "paperwork" will be submitted to the ALS Committee, and will be notified whether they have been endorsed within three business days after the ALS Committee meeting and approval by the Operational Medical Director.

### **Chief Officers:**

1. Upon review of your member's/employee's Training Request Form email, please forward your student's completed Training Request Form with your endorsement or non-endorsement, to [LCFRTRNG@loudoun.gov](mailto:LCFRTRNG@loudoun.gov).
2. You must include in the subject line the name of the applicant and the course they are applying for (i.e., FF1&2 J. Doe or EMT-B S. Smith). Use this format for all correspondence concerning this student.
3. A separate e-mail for each course and applicant must be submitted to [LCFRTRNG@loudoun.gov](mailto:LCFRTRNG@loudoun.gov).

**Training Requests will only be accepted after the Training Advisory for the class has been posted!**

**Any e-mail with multiple requests will be returned  
for individual submission**

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